



City of Culver City

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Staff Report

File #: 22-1091, **Version:** 2

Item #: C-5.

CC - CONSENT ITEM: Approval of an Agreement with Accela for System Migration to Accela Cloud Solution in an Amount Not-to-Exceed \$258,400; and (2) Authorization to the City Manager to Extend the Agreement for Four Additional One-Year Periods.

Meeting Date: June 13, 2020

Contact Person/Dept: Trisha Perez/Information Technology Department
Johnnie Griffing/Information Technology Department

Phone Number: (310) 253-5950

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (06/08/2022)

Department Approval: Michele Williams, CIO (06/03/2022)

RECOMMENDATION

Staff recommends the City Council (1) approve an agreement with Accela for their Cloud/SaaS (Software as a Service) solution in an amount not-to-exceed \$203,400 and engagement of professional services with Accela, Inc. in an amount not-to-exceed \$55,000 for migrating of the City's on-premise City Enterprise Permitting and Code Enforcement Tracking Systems to a cloud-based enterprise system, for a contract aggregate amount not-to-exceed \$258,400; and (2) authorize the City Manager to approve four additional one-year extensions for annual software subscription, support and maintenance.

BACKGROUND/DISCUSSION

On November 24, 1997, the City Council authorized entering into a contract with Sierra Computer Systems to obtain software and data conversion services for upgrading the City's permit tracking system. Primary users of the enterprise permitting system include staff from Building Safety, Finance, Fire Prevention, Planning and Engineering. In 2000, Sierra Computer Systems merged with Open Data Systems to form the company that is now known as Accela, Inc.

On January 8, 2018, City Council approved the purchase of the cannabis permit module as part of

the Accela enterprise system. Accela developed this module to support the various business processes required in managing commercial cannabis businesses. This includes the application process, the workflows required for the processing of applications throughout the various City departments, permit issuance, inspections, and renewals. The State of California and the City of Los Angeles are using the cannabis Accela solution.

The City has successfully launched this module. The Accela solution has been integrated with the existing Accela Automation system, allowing the City to leverage the investment already made and staff's familiarity with how the software functions.

With technology constantly evolving, many software vendors are moving towards cloud-based solutions as their standard platform. Accela has kept current with such industry trends and aims to take Culver City's present environment to this updated hosted methodology with their Accela Cloud/SaaS solution built upon Microsoft Azure.

Some benefits with shifting from an on-premise to an off-premise enterprise system are:

- Accela is top gold level partner with Microsoft, with which all hosting thrives in Microsoft Azure Cloud and stays within the United States. With the City mainly existing as a Microsoft shop, this aligns significantly.
- Accela will perform automatic upgrades, analytics, plus Accela top level support and configurations.
- Accela will provide the highest level of security posture to keep up with rising outside security risks and vulnerabilities.
- Accela will offer integrations with the use of API functionalities and robust partner network to connect with virtually any other systems, such as Tyler Technologies financial systems and the City website.

This procurement is exempt from the competitive bidding process set forth in the Culver City Municipal Code (CCMC), as it is for the purchase of equipment that is a component for equipment or a system of equipment previously acquired by the City, and is necessary to repair, maintain or improve the City's utilization of the equipment (CCMC Section 3.07.055.B) and the purchase of computer software, hardware maintenance services or software maintenance services (CCMC Section 3.07.055.E).

FISCAL ANALYSIS

Approval of an agreement with Accela includes the following expenditures for initial implementation in the first year. If the agreement is extended for the additional four one-year terms, ongoing maintenance and support would be budgeted in future fiscal years:

Year 1

- | | |
|--|-----------|
| • Multi-user Solution Enterprise Permitting System | \$203,400 |
| • Professional Services | \$55,000 |

Total Expenditure -	\$258,400
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Years 2-5 Annual Maintenance Support and Software Subscription for Years 2-5

- | | |
|--|-----------|
| • Annual Maintenance/Support and Software Subscription
Multi-user Solution Enterprise Permitting System | \$228,928 |
|--|-----------|

The Technology Surcharge Fund, established in 2005 as a 4% surcharge on City permits and dedicated to support and implement technical improvements within the permitting process, will be used for these costs. There is sufficient funding in the Adjusted Budget of FY 2021/2022 in Accounts #41224100.600200 and #41224100.619800 (R&M - Equipment and Other Contractual Services) to support this expenditure.

The ongoing annual maintenance and support expenditure will be budgeted in the account 41224100.600200 in future years during the budget process.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve the agreement with Accela for their Cloud/SaaS solution in an amount not-to-exceed \$203,400 along with engagement of migration professional services with Accela, Inc. in an amount not-to-exceed \$55,000 for replacement of the City's on-premise City Enterprise Permitting and Code Enforcement Tracking Systems to a cloud-based enterprise system for a contract aggregate amount not-to-exceed \$258,400; and
2. Authorize the City Manager to approve four additional one-year extensions for annual maintenance, support, and software subscription; and
3. Authorize the City Attorney to review/prepare any necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.